

PALOMAR COMMUNITY COLLEGE DISTRICT

FACILITIES HEALTH & SAFETY TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of technical safety repairs on campus facilities and grounds; to coordinate, direct and schedule hazardous waste inventory processes; to maintain waste and bio-hazard disposal records; and to perform a variety of technical tasks relative to assigned area of responsibility. Provide computer aided drafting services for various departments.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Manager of Facilities.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform a variety of safety repairs on campus facilities and grounds; make recommendations and collect estimates on safety repairs needed on campus.
2. Coordinate, collect and document all hazardous waste found on campus; respond to emergency waste spills according to established guidelines.
3. Schedule routine pick-ups of bio-hazardous/hazardous waste; maintain accurate bio-hazardous/hazardous waste records and order and maintain related supplies.
4. Coordinate hazardous waste removal and remediation projects, including underground and above ground storage tanks.
5. Serve as a liaison between the department and the contractor used for picking up bio-hazardous/hazardous waste; escort contractor on campus; provide technical support and information to instructional departments regarding hazardous waste removal and storage.
6. Perform ergonomic work station evaluations; evaluate, design and reconfigure employee work stations according to ergonomic specifications.
7. Develop and conduct safety training sessions; produce safety training videos for the college as assigned; provide support for departments by recommending training videos, addressing safety issues and answering questions.

PALOMAR COMMUNITY COLLEGE DISTRICT
Facilities Health & Safety Technician (*Continued*)

8. Perform a variety of technical duties related to the confined space entry program; interpret confined space entry standards and identify potential spaces.
9. Perform a variety of repairs for the Health and Safety Committee; put up signs, evaluate safety conditions and make appropriate recommendations to the committee.
10. Operate a variety of power and hand tools in the performance of assigned functions including a table saw, drills, grinders, buffers and welding equipment.
11. Research, evaluate and purchase safety and ergonomic products.
12. Compile information needed to prepare various health and safety documents, lists, files and memoranda.
13. Develop and manage the Facilities Department computer aided drafting files; provide computer aided drafting services for maintenance and remodeling projects to various departments; provide maps specific to individual departments and for campus-wide use.
14. Photograph and maintain photo-documentation files of construction and construction related projects.
15. Create and maintain Facilities and Health and Safety WebPages.

Marginal Functions:

1. Stay abreast of new trends and innovations in the fields of health and safety procedures and regulations.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations and services of a college campus health and safety program.

Principles, standards and applications of ergonomics.

Occupational hazards and standard safety practices.

Operational characteristics of a variety of power and hand tools.

Principles and procedures of record keeping.

Regulations and applicable laws regarding the use and disposal of various hazardous materials.

Pertinent Federal, State and local codes, laws and regulations.

Computer programs including computer aided drafting programs and Windows.

PALOMAR COMMUNITY COLLEGE DISTRICT
Facilities Health & Safety Technician (*Continued*)

Ability to:

Perform a variety of safety repairs on campus facilities and grounds.
Coordinate, collect and document hazardous waste accumulation.
Modify employee work stations according to ergonomic standards.
Maintain detailed records and files.
Successfully complete hazardous waste training.
Operate a variety of power and hand equipment and tools in a safe and effective manner.
Compile information and prepare a variety of safety-related documents.
Prepare maps, and building plans using computer aided drafting.
Develop and maintain a web page.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Experience in web page development and management, developing maps and building plans using computer aided drafting. Three years of increasingly responsible experience in performing technical repairs in accordance with health and safety standards.

Training:

Equivalent to the completion of the twelfth grade supplemented by coursework in health, safety, environmental technology, web page development and management and computer aided drafting or related fields.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site on college campus; exposure to noise, fumes, gases and moving objects/vehicles; inclement weather conditions; work with machinery.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; heavy, moderate or light lifting and carrying; pushing, pulling, reaching; operating motorized equipment and vehicles.